

STANDARD VI: Program Leadership and Management

Indicator: Advisory Committee

Level 4: The Advisory Committee meets at least quarterly.

Level 3: The Advisory Committee meets at least semiannually.

- A yearly calendar showing the dates of the Advisory Committee meetings can be used or a listing of the dates and times the meetings were held.

Example

Advisory Committee meets **semi-annually** in November and March. The committee meets from 11:00 a.m. to 1:00 p.m. each time.

Level 4: Membership includes diverse representatives from the CGP, administration, teachers, parents, community and students. The committee works as a learning community focused on supporting and assisting the CGP in developing specific guidelines and goals based on assessment of student needs and other measurable data for improved student achievement and school improvement plans.

- Documentation could include:
 - ◆ Membership listing of Advisory Committee and titles
 - ◆ Letter of invitation for participation on committee stating purpose for meetings
 - ◆ Listing of specific guidelines and goals developed by the committee with reference to needs data
 - ◆ Listing of other measurable data reviewed by the committee and its impact on goals, student achievement and school improvement plans

Level 3: Membership includes diverse representatives from the CGP, administration, teachers, parents, community and students. The committee gives attention to current school/district goals and needs identified on CGP needs assessment.

- Documentation could include:
 - ◆ Membership listing of Advisory Committee and titles
 - ◆ Listing of specific guidelines and goals developed by the committee with reference to needs data

Example

The following is an outline of data prioritized and goals established by our Advisory Committee.

Needs Data	Goals
20% of 8 th grade are reading below average as measured by the Stanford 9 Test	Literacy School Improvement Goal: Establish reading class for these students
Study skills need the highest (all three grades) CGP Needs Assessment	Student Achievement Goal: Establish an after school tutoring program
District At-Risk Survey shows tobacco use up among 9 th graders.	CGP Goal: Look for research based curriculum to use as guidance curriculum

Level 4: Agendas and minutes of all meetings are available and clearly reflect the purposes and goals of the CGP.

- Have agendas and minutes of all meetings available and highlight references to discussions regarding goals for the CGP and school improvement plan.

Level 3: Agendas and minutes of all meetings are available.

- Have agendas and minutes of all meetings available.

Indicator: Steering Committee

Level 4: The Steering Committee meets monthly.

- Keep list of dates Steering Committee meets or yearly calendar showing monthly meeting times.

Level 3: The Steering Committee meets at least quarterly.

- Make list of dates Steering Committee meets or yearly calendar showing the quarterly meeting times.

Level 4: Membership includes representatives from the CGP, administration, staff and others as determined by the school leadership team.

- Include a list of all Steering Committee members and their roles defining how they interface with the school improvement goals and needs and the CGP.

Level 3: Membership includes representatives from the CGP, administration and teachers.

- Make a list of all Steering Committee members and their titles.

Example

Example Jr. High School Steering Committee

Mrs Adams – Principal – School Improvement Team Chair
Mrs. Ball – Counselor – CGP Chair – School Improvement Team Co-Chair
Mr. Carter – Asst. Principal – School Improvement Team Co-Chair
Mrs. Dell – Asst. Principal – School Improvement Team Co-Chair
Mr. Evans – Counselor –CGP Team -- School Improvement Committee, “Skills”
Mrs. Ford – Counselor – CGP Team – School Improvement Committee, “Achievement”--
Falcon Academy Advisor
Mrs. Grange – Teacher – Dept. Head ATE- SIP Committee, “Opportunity”
Mrs. Harris – Teacher – Dept. Head Health/PE – Committee Chair Ribbon Week &
Esteem and Dream Week – Peer Support Advisor – SIP Committee, ”Responsibility”
Mrs. Izatt – Teacher – Dept. Head 7th Grade Teams – SIP Committee, “Responsibility”
Ms. Jones – Teacher – Dept. Head English – SIP Committee, “Skills”
Mr. Keller – Teacher –Dept. Head Math – SIP Committee, “Achievement”

Level 4: The Steering Committee implements goals and program elements based on input from the Advisory Committee and consistent with needs assessment and school improvement plan.

- Have list of CGP and School Improvement goals suggested by the Advisory Committee and time line for implementation.
- Documentation could include highlighted minutes from Steering Committee meetings showing planning and implementation strategies being acted upon.

Level 3: The Steering Committee implements goals and program elements based on input from the Advisory Committee, representing goals and interests of the CGP school-wide.

- Make list of CGP goals suggested by the Advisory Committee in time line format showing who, what, when, and how implementation will occur.
- Documentation could include highlighted minutes from Steering Committee meetings showing planning and implementation strategies being acted upon.

Example

The following sample report format for showing progress and implementation of Advisory Committee goals as acted upon by the Steering Committee could be used to support the documentation of this indicator.

Advisory Committee Goals	Implementation Strategy	People Responsible	Time Line for Completion	Results/Expected Outcomes	Measurable Criteria for Evaluating Progress
Establish a reading class	Identify students Select teacher	Counselor/Teachers Principal	August of 2004	Students will improve in reading	Pre and Post Reading Test
Find or Develop Tobacco Awareness Guidance Curriculum for 9 th Graders	Review research-based curriculum	Counselors	January 2004	Be able to present quality tobacco awareness program to 9 th graders which will decrease use.	Pre and Post Student Survey
Develop an after school tutoring program	Select program Secure Funding Request Director Hire Assistant Develop Program	Counselors -- Principal and Advisory Committee --- Counselors --	August 2004	Students needing help with study skills will participate and improve in their academic achievement	Total number of students participating Tracking grades

Level 4: Agendas and minutes of all meetings are available and clearly reflect the purposes and goals of the Steering Committee.

- Include agendas and minutes of all meetings and highlight references to discussion of school improvement and CGP goals.

Level 3: Agendas and minutes of all meetings are available.

- Include agendas and minutes of all meetings.

Indicator: Program Leadership

Levels 3 & 4: A CGP chairperson has been designated.

- Statement of who is program leader.

Level 4: Each member of the CGP has been given clearly defined responsibilities and duties consistent with and contributing to school improvement and student achievement.

- Documentation could be a listing of counselors and their responsibilities including duties related to school improvement plan and the CG program.

Level 3: Each member of the CGP team has been given clearly defined responsibilities and duties based on the strengths of each counselor or staff member. All CGP team members are informed about all aspects of the program.

- Documentation could be a list of counselors and their responsibilities in implementing the CGP.

Example

Example High School
2002-2003 Comprehensive Guidance Program
Responsibilities and Duties

Ann Anderson

Counselor
Students A-G
SEOP
Individual Planning
Website
Coordinate Schedule with Administration
ATE Programs

Bob Brown

Counselor
Students N-Z
SEOP
Guidance Curriculum
Testing
NCAA
Pioneer Plus Student
Recognition

Carol Cope

Counselor
Students H-M
SEOP
Responsive Services
Concurrent Enrollment
Group Counseling

Darla Denton

Registrar
New Students
Transcripts
Clerical Duties
SEOP Scheduling
SEOP Support

Ellen England

Career Coordinator
Choices Program
Scholarships
Website – Scholarships
Clerical Duties
SEOP Support

Level 4: Evidence is presented that CGP members meet monthly and participate on the school improvement team.

- Yearly calendar highlighting monthly CGP Team meetings or listing of the team meeting dates and times could be used as your documentation.
- Agendas and minutes referring to school improvement goals as well as program implementation goals can be used as evidence.
- Evidence could include a listing all the counselors and their duties on the school improvement team.

Level 3: Evidence is present that all CGP members meet monthly and current on all aspects of the program.

- *Documentation could include a yearly calendar showing monthly CGP team meetings.*
- *Agendas and minutes of team meetings could include attendance roster.*

Example

Counselors' Duties and Responsibilities on School Improvement Team

Sally Forth - Co-Chair of School Improvement Team & Chair of the “Opportunities” Focus Group

Billy Klub - Member of the “Achievement” Focus Group

Forrest Sherwood - Member of the “Skills” Focus Group

Level 4: The CGP team provides training and inservice for staff related to CGP, student achievement and school improvement.

- *A listing of times and dates of staff training and inservice could be given with references to the type of training presented.*
- *Minutes or agendas of trainings can be included in your documentation such as:*
 - ◆ Faculty Meetings
 - ◆ School Improvement Team Meetings
 - ◆ Steering and Advisory Committee Meetings
 - ◆ Department Meetings
 - ◆ School Committee Meetings
 - ◆ SEOP Training for Teachers
 - ◆ Parent Training Meetings*Be sure to highlight the type of training that was presented (CGP , student achievement or school improvement.)*

Level 3: The CGP Team provides training and inservice for staff about the CGP and its relationship to improved student achievement.

- *Show a listing of times and dates of staff training and inservice. Also list the topics covered.*
 - *Evidence can include minutes or agendas of trainings and inservice such faculty meetings, TLC Team meetings and parent trainings that presented the CGP or addressed student achievement.*
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Indicator: School Improvement Team

Level 4: The CGP team worked with the administration and school staff in designing, implementing, and evaluating the school improvement plan.

- *Providing a description of how the counseling team is involved in the school improvement*

process could be evidence for this indicator.

- Listing activities in which counselors have participated related to the designing, implementing and evaluating aspects of the school improvement process could be added to your documentation.

Level 3: The CGP team worked with the administration and staff in implementing the school improvement plan.

- Evidence of this could be an outline of activities the counselors are participating in as they work with the staff in implementing the school improvement plan.

Example

Example Jr. High School
Summary of School Improvement Activities and Counselor Involvement

Counselor	Designing	Implementing	Evaluating
Mary Kris Moss	Set-up Structure of Focus Groups		Reviewed Parent Survey data with principal
Wong N'mburr		Administered Parent Survey during Parent/Teacher conferences	
Cal Inders		Prepared and presented slide show to teachers regarding data	Collated and analyzed student achievement data

School Guidance Team – Describe how the program has addressed recommendations from the last review:

Example: It was recommended we meet more often with our Advisory Committee. This year we scheduled one meeting each quarter and combined our committee with our school's Community Council.

School Guidance Team – Describe new program goals.

Example: Have our Steering Committee structure a formal action plan for better follow through.

For a Level 4 rating – Describe how the counseling team has connected this standard with the School Improvement Plan.

Example: Our goal this year is to align our program goals with our School Improvement Goals and have the Steering Committee facilitate our plans.